



RAFFLES UNIVERSITY

Japanese Zone, NH-8, Neemrana-301705

No.-F.3/RU/Regr/2022/4759

Dated; 17.10.2022

NOTIFICATION

The Hon'ble President is pleased to constitute a Proctorial Board to maintain discipline among the students and to deal with all kinds of acts of indiscipline (including library, hostel, transport, and the entire campus of the university).

All the members are requested to extend their full cooperation.

Members of Proctorial Board are as below:

S.N	Name	Designation	Contact Number	
1	Dr Sanjeev Kumar	HOD & Associate Professor Alabbar School of Management	9990446382	Convener
2	Dr Rajpal	HOD & Associate Professor School of Basic & Applied Sciences	9571156425	Member
3	Dr. C. MM Prasada	Professor, School of Pharmacy	9985880074	Member
4	Dr Morajdhwaj Singh	Assistant Professor, School of Agricultural Sciences	9455747685	Member
5	Dr Arun Verma	Assistant Professor, School of Law	8077921962	Member
6	Dr Santosh Singh	Associate Professor, School of Humanities & Social Sciences	9193541630	Member
7	Mr. Rajendra Singh	Assistant Professor, School of Engineering & Technology	9649623663	Member

This order is issued with the approval of the competent Authority.

Copy forwarded for information and necessary action to:

1. President, Raffles University, Neemrana for kind information
2. Dean/ Principal/ HODs, Raffles University, Neemrana, for information
3. Convener & Members of Proctorial Board, Raffles University, Neemrana, for information
4. Faculty & Non-Teaching, Raffles University, Neemrana, for information
5. Notice Board of all school, Raffles University, Neemrana, for information
6. Guard file, for office record.


17/10/22
Registrar
REGISTRAR
RAFFLES UNIVERSITY
NEEMRANA (RAJ)



RAFFLES UNIVERSITY

Japanese Zone, NH-48, Neemrana-301705

No-F.3/RU/Regr./2023/ 5055

Dated: 17.08.2023

REVISED CIRCULAR

In compliance with the directions of Hon'ble Supreme Court of India and UGC guidelines the President has been pleased to re-constitute Anti-Ragging Committee, consisting of the following members to monitor the Anti-Ragging activities in the University for the Academic Year – 2023-24 & to take appropriate decisions including spelling out suitable punishments to those found guilty. The committee shall have vigil oversight and will also keep effective & vigilant patrolling within the University campus, Hostel, Food Court & Tuck Shop. The convener of the committee may co-opt additional member teachers & also adopt appropriate Modus-Operndi as per need & judicious discretion. It shall keep mobile alert and active at all times and shall be empowered to inspect places of potential Ragging and make surprise raids on Hostels and other spots. The committee shall also investigate incidents of ragging and make its recommendations to the President. The Discipline committees of each Teaching school, shall also assist and take immediate cognizance of any act of ragging within the premises of a respective teaching school.

1. Prof. (Dr.) J.S. Yadav , Dean, School of Agricultural Sciences	Convener	Mo- 9416386060
2. Mr. Rajendra Singh, HOD, School of Engineering and Technology	Member	Mo- 9649623663
3. Dr Morajdhvaj Singh , HOD, School of Agricultural Sciences	Member	Mo- 9455747685
4. Dr. Manoj Kumar Meet Associate Professor, Alabbar School of Management	Member	Mo- 9990199003
5. Dr. Rakesh Chanra N, Assistant Professor, School of Basic and Applied Science	Member	Mo- 9492092896
6. Dr. Sonika Sharma Assistant Professor, School of Humanities and Social Sciences	Member	Mo- 7908966217
7. Dr. Roopesh Kumar, Assistant Professor, School of Law	Member	Mo- 7827326519
8. Mr. Ranjan Kumar Singh , Assistant Professor, School of Pharmacy	Member	Mo- 8005522673

It is further notified that the following officer is hereby included as Member-Secretary of the above-mentioned committee.

1. Mr Neeraj Kumar Kushwaha, Deputy Registrar , Raffles University

This order comes into force with immediate effect

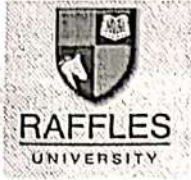

17/08/2023
For REGISTRAR

Copy forwarded for information and necessary action to:

1. Chairperson , Raffles University, Neemrana for kind information
2. President, Raffles University, Neemrana for information
3. Dean/Principal/HODs, Raffles University ,Neemrana, for information
4. Boys Hostel Warden , Raffles University, Neemrana for information & n/a
5. Girls Hostel Warden , Raffles University, Neemrana for information & n/a
6. Concerned person of Anti Ragging committee for information & n/a
7. Notice Board, All Schools, Raffles University ,Neemrana, for information & n/a
8. Guard file ,for office record keeping

REGISTRAR
RAFFLES UNIVERSITY
NLEMRANA (RAJ)





RAFFLES UNIVERSITY

Japanese Zone, NH-48, Neemrana-301705

No-F.3/RU/Regr./2023/ 5054

Dated: 17.08.2023

CIRCULAR

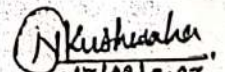
In compliance with the UGC Notification dated 11th April, 2023 "UGC (Redressal of Grievance of Students) Regulations, 2023" the President has been pleased to constitute **Students Grievance Redressal Committee** consisting with the following members to resolve the students grievances.

- | | | |
|--------------------------------------------------------------------------------------|------------------|----------------|
| 1. Dr Ausaf Ahmad Malik ,
Offg. Dean, School of Law | Convener | Mo- 9891505159 |
| 2. Dr Souvanik Talukdar
Assistant Professor, School of Basic and Applied Sciences | Member | Mo- 8910329142 |
| 3. Dr Awaneesh Kumar ,
Assistant Professor, School of Agricultural Sciences | Member | Mo- 9864111494 |
| 4. Dr Deepak Dixit ,
Assistant Professor, Alabbar School of Management | Member | Mo- 9310043764 |
| 5. Dr Sushma Rani ,
Assistant Professor, School of Engineering and Technology | Member | Mo- 9729011898 |
| 6. Ms. Rani Kumari
Assistant Professor, School of Pharmacy | Member | Mo- 7018764121 |
| 7. Mr. Kishore Luhana ,
Deputy Registrar (Exam) | Member | Mo- 9950472995 |
| 8. Mr. Neeraj Kumar Kushwaha
Deputy Registrar | Member Secretary | Mo- 9868077072 |

It is further notified that the following student is hereby included as Special Invitee of the above mentioned Committee.

- | | | |
|-------------------------------------------------------------------------------|-----------------|----------------|
| 1. Ms. Nisha Gandhi D/O Shri Naveen Gandhi
B.A. LL.B, 5 th Year | Special Invitee | Mo- 9116364833 |
|-------------------------------------------------------------------------------|-----------------|----------------|

This order comes into force with immediate effect


17/08/2023

For REGISTRAR

REGISTRAR
RAFFLES UNIVERSITY
NEEMRANA (RAJ)

Copy forwarded for information and necessary action to:

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4. Boys Hostel Warden , Raffles University, Neemrana for information & n/a
5. Girls Hostel Warden , Raffles University, Neemrana for information & n/a
6. Concerned person of Anti Ragging committee for information & n/a
7. Notice Board, All Schools, Raffles University ,Neemrana, for information & n/a
8. Guard file ,for office record keeping



Raffles University, Neemrana

Code of Campus Discipline

University Campus is a very sacred place. Maintaining its serenity, sanctity and beauty is the prime responsibility of every student. Please note the following guidelines so as to make your campus life comfortable and learning process peaceful.

1. Attend the classes as per time table regularly. Be withing the class room before the teacher enters.
2. Loitering in the campus during class hours is prohibited.
3. Join your hands to maintain the cleanliness and hygiene inside the classroom and campus.
4. Avoid use of plastic. Don't damage the green environment.
5. Be polite to the teachers and administrative staff. Do not indulge in unnecessary argument with any staff members.
6. Develop the habit of visiting the notice board every day.
7. Eating or chewing any substance during the class hours amounts to indiscipline.
8. Dress mannerism is very essential. Clean, neat and professional dress enhances the dignity of the student. Dress up properly as per the dress code prescribed by your school.
9. University is a **no smoking zone. Respect and follow it. Say no to drugs and alcohol.**
10. Use of all kinds of prohibited and objectionable substances like, tobacco, drugs and alcohol is strictly prohibited. Possession of such item shall invoke serious action.
11. Ragging is strictly prohibited. Any kind of gesture, action, treatment or words, which are derogatory in nature and affect the dignity of the student, are given zero tolerance.
12. University respects the independence and privacy of all adult students but expects that the friendship movements with the opposite gender shall not cross the limits leading to indecency.
13. Do not damage any property of the university. In case of any damage is caused, same will be recovered from the concerned student or students & fine can be imposed.
14. Any kind of groupism on the basis of school, caste, religion or region is not allowed.
15. Avoid to approach the higher authorities directly even for trivial causes.
16. Park the vehicles in the designated place only.
17. Avoid use of motor vehicles like, bike, scooter and car inside the campus during class hours and do not horn as the campus is '**No Horn Zone**'.
18. Participation in all University events is mandatory. Maintain the dignity and decency inside the auditorium during any program. Respect the guests and dignitaries.
19. Follow the hostel rules, if you are staying inside the campus.
20. **Respect the system. System respects you. It is your university, your home, Make it proud.**



R. K. Rastogi
17/7/2019

Fee Payment Regulations

1. Mode of payment:
 - a. The fee can be paid online or by cash or by DD or by Cheque favoring Raffles University.
2. Schedule for Payment:
 - a. Hostel & Mess facility for shall be paid for respective semesters by 06th July & 05th January of every year.
 - b. The Hostel & mess facilities shall only be permitted after obtaining the NOC from account section.
3. Tuition & other fee shall be paid within 07 days of commencement of classes whereafter a late fee of Rs 200 /- per day shall be charged.
4. If the fee is not paid along with late fee within 30 days after the commencement of classes, admission stands cancelled and re-registration shall be made.

Hostel Rules & Other Instructions

S.No.	Do's	Don'ts
1.	Take Care of Furniture and all fitting in your room and in Hostel premises.	Don't damage any furniture, building switchboards, lights, fans, taps or any other item provided to facilitate you in the hostel.
2.	Handover the key in account section to accountant at the end of the semester.	Don't use washing machine, heater, induction, iron or other electricity consumable items, except the permitted items.
3.	Receive the key from account office at least two days before from the commencement of classes by paying full semester fee.	Don't invite any one to hostel premises.
4.	Vacate your room at the time of summer vacation for maintenance purpose.	Don't consume alcohol, drug, or any other intoxicant
5.	Follow the hostel timing strictly.	Don't keep any kind of ammunition of weapon.

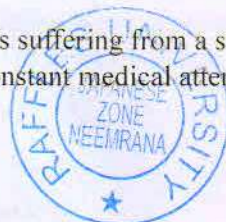


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17/7/2019

6.	Make entry of your exit and entry time in the register present at hostel gate in presence of security.	Don't cook anything in hostel premises
7.	Keep your room & hostel premises neat and clean	Don't paste anything of walls
8.	Take gate pass from hostel warden at least two days in advance.	Don't bring other room's item or any item of hostel premises into your room
9.	Take Care of Furniture and all fitting in your room and in Hostel premises.	Don't damage any furniture, buildings switchboards, lights, fans taps or any other item provided to facilitate you in the hostel.
10.	Maintenance work (Civil, Carpentry, and Electrical) to be carried out in your room should be brought in the notice of Registrar through warden.	Don't use music system to avoid inconvenience to other occupants.
11.	Bring the notice of warden, if any additional item available in your room.	Don't keep open windows unnecessary, this may lead to damage the window glasses.
12.	Deposit your monthly electricity bill before due date.	Don't smoke inside the room or hostel premises.
13.	Fill the personal details form at first day of hostel entry.	Don't shout in the corridors to avoid inconvenience to other occupants.

Instructions:

1. In case of any damage to furniture, building, switchboards, lights, fans, taps or any other items provided to facilitate you in the hostel a fine will be imposed on resident. If the person(s) causing the damage is (are) unknow, the cost can be recovered from all the residents of the hostel.
2. Reason of taking out pass must be genuine. In case of doubt warden may cross verify from your parents.
3. Hostel Gate pass will be issued to boarders from 04:30 PM to 07:00 PM in summer and 04:30 to 06:00 PM in winter season. However, reporting time will be 09:30 PM for the whole year.
4. Any hostel resident, who is suffering from a serious communicable disease or any ailment, which requires constant medical attention, may have to vacate the premises



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12/12/2015

- unconditionally, immediately on having knowledge of the disease/ailment, so as not to endanger other inmates.
5. Employing unauthorized persons from outside for personal work such as washing clothes, etc., is not permitted
 6. There will be security cheque at main entrance gate of the University & Hostel.
 7. For any complaint to maintenance services (Electric, Civil, Housekeeping and water), kindly communicate through the maintenance register available at warden office of respective hostels.
 8. Any student who is found to be breaking the rules of the University or indulging in immoral activities like alcohol or drugs/abuse or causing damage to the property or keeping ammunition or weapon or the undesirable activities such as physical assault etc., he/she will be brought before the disciplinary committee of the University and shall be liable to the following punishments:
 - i. Expulsion/rustication from university/hostel.
 - ii. The full cost of damage will be recovered from him/her together with penalty.
 - iii. He/she will also be liable to pay fine to the extent as commensurate with the offence committed.

Mess Facilities Guidelines

The Hostel mess provided wholesome and nutritious food to the inmates breakfast, lunch and dinner in neat and hygienic manner. The dining Hall, kitchen, cooking utensils and serving utensils are properly cleaned regularly before and after use. The Matron personally inspects all arrangements daily. The food served will be strictly vegetarian.

A committee will be formed whose job will be keep a close watch on the quality of food served to the inmates every day.

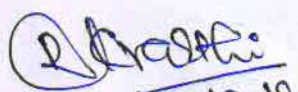
Mess Rules:

1. The mess timing are as follows and the students should strictly adhere to these timing (subject to change in consultation with mess committee from time to time):

Breakfast	08:30 a.m. to	09:30 a.m.
Lunch	01:30 p.m. to	02:30 p.m.
High Tea	05:30 p.m. to	06:00 p.m.
Dinner	08:00 p.m. to	09:00 p.m.

2. The system of self service will be followed in all the mess.
3. The quantity of food will be unlimited except in the case of special items.
4. Any absence of a students from the mess exceeding 24 hours, advance intimation must be given by the students to the Hostel Warden / Caterer in the prescribed form so as to regulate the supply of provisions even though the side is not eligible for mess reduction.
5. Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.




 17/7/2018

6. students are not permitted to cook any food on their own accord in the messes or in their rooms.
7. Students are no account whatsoever will be permitted to take food outside the mess. Not can they mess utensils such as plate, spoon tumbles., etc., to their rooms. If any students found violating the rules the rules will be charged for a penalty.
8. No food will be served in the rooms of the hostel for any student unless a certificate is produced from the University Medical Officer to the effect that the students condition requires the food to be served in their rooms.
9. No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
10. Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. The dinners should not remove notices put up on the Notice Boards.
11. All diners shall interact with the mess staff in the dining hall in a courteous manner.
12. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
13. If any diner is medically ill and requires a special diet (e.g., light/oil-less food) she can request the mess manager.
14. Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserved the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

These rules are subject to alteration/modification/review at the exclusive discretion of the Board of Management of the University, either in part of whole, at any time hereafter. Such amendments, alterations, modification additions, deletion, if any shall be binding from the date of their notification by the Board of Management.

Dress Code

1. **School of Law**
Black Trouser, White Shirt and Black Blazer, Black Tie and Black Shoes.
2. **Alabbar School of Management**
Dark Blue Trouser, Light Cream Shirt and Dark Blue Blazer, Tie and Black Shoes.
3. **School of Basic & Applied Sciences**
Dark Blue Trouser, Light Cream Shirt and Dark Blue Blazer, Tie and Black Shoes.
4. **School of Pharmacy**
Dark Blue Trouser, Light Cream Shirt and Dark Blue Blazer, Tie and Black Shoes.
5. **School of Humanities & Social Sciences**
Dark Blue Trouser, Light Cream Shirt and Dark Blue Blazer, Tie and Black Shoes.
6. **School of Engineering & Technology**
Dark Blue Trouser, Light Cream Shirt and Dark Blue Blazer, Tie and Black Shoes.
7. **School of Agricultural Sciences**
Dark Blue Trouser, Light Cream Shirt and Dark Blue Blazer, Tie and Black Shoes.



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17/7/2019

RULES OF IDENTITY CARD (ID CARD) FOR THE STUDENTS

1. Identity card will be issued to each & every student, after granting him/her admission, which is valid during his/her period of study in the University.
2. The student ID Card is for identification purposes only. Each student is responsible for the use of his/her student ID Card in the Institute premises, Hostel, University Exam and any other academic activity/event or participation in co-curricular activities held inside/outside the campus.
3. The student ID Card is not transferable to any other person. Students must ensure that their ID Cards are kept secured and are not deliberately or inadvertently made available for use of any other person.
4. The Student ID Card must be presented at the request of an authorized person of the University. Any student refusing to provide the same may invite disciplinary action against him/her.
5. In such case, where ID Card is unintentionally damaged or lost, it shall be the responsibility of the student to immediately inform the Dean of the Faculty /Registrar so as to avail New ID as per norm and subject to satisfaction of the concern University authority.

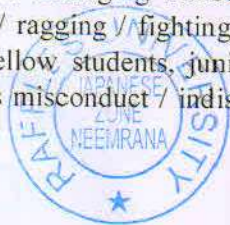
Transportation Rules & Regulations

Raffles University, Neemrana has made secure and safe arrangement of transport facility for students, staff & faculty. The transport facility is available from Rewari, Behror, Bawal, Shahjahanpur, Neemrana.

All the buses reach the campus by 09:20 a.m. (Approximately) and leave the Campus by 4:35 p.m. (Approximately) or as per scheduled activities / events in the University.

General

1. The transport facility is arranged on payment basis by the University to facilitate the Day Scholars. All the buses are centrally managed by the University Administration.
2. Transport facility is for the full academic session and optional of the Day Scholars. Allotment is purely on first come first serve basis to the students who undertake to abide by the transport rules and regulations of the University.
3. University has complete authority to inspect transport vehicles including personal belongings during transit or at any time in an outside the campus.
4. The university reserves the right to deny transport facility to any student on the grounds of misconduct / Indiscipline.
5. Ragging, by law, is strictly prohibited. Any student who is traveling in the university bus found indulging himself / herself directly / indirectly in any activities like theft / ragging / fighting / quarrelling / use of abusive language / misbehavior with fellow students, juniors / seniors or staff members. Shall be considered a serious misconduct / indiscipline and strict disciplinary action shall




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17/12/2019

- be initiated against him / her as deemed necessary or may be handed over to police for legal proceedings according to nature of offence for which entire responsibility lies on the concerned student.
6. Use of any kind of intoxicants (like Drugs, Smoking, Drinking) Gambling, Playing Cards, Photography (without permission) etc., are strictly prohibited in the University Campus as well as during transit. Students involved in any such act shall be liable for STRICT disciplinary action.
 7. The students availing the transport facility shall be responsibility for all the personal belongings and the University management is not responsible for theft / loss of property during travel in bus.
 8. All students must reach at their respective bus stops at least 5 minutes before the scheduled departure time of the bus. Students will board the buses from the assigned boarding point / location only. They will board only that bus route that has been allocated to them and occupy the allotted seat only. Buses will run on pre-determined routes as laid down by the University. Students will be assigned routes and pick up points. The same may be subject to change from time to time.
 9. Students are advised to occupy their bus seat at least 5 minutes before the departure from university campus. No one will catch the bus while it is in motion.
 10. Students are liable to pay for any damage caused by them to the transport vehicle or property therein either alone or jointly with others. In addition, disciplinary action could also be initiated against them.
 11. Students staying in the hostels are not permitted to travel in the buses until and unless they have been specifically authorized (written consent from transport Department) to do so.
 12. No one shall play loud music (Earphone music is permitted). No hooting, clapping, singing, loud talking in the bus is allowed.

TERMS AND CONDITIONS OF TRANSPORTATION

1. In case the transport fee is deposited for one semester- it will be valid from July to December or January to June.
2. Once the Transport Fee is deposited, student cannot change the stop / route without prior permission of the Transport Department.
3. Fee is NON-REFUNDABLE if the transport is withdrawn on grounds of violation of rules & regulation.
4. Transport charges are subjected to revision every year.


17/7/2019
REGISTRAR
RAFFLES UNIVERSITY
NEEMRANA (RAJ)

RAFFLES UNIVERSITY, NEEMRANA

EMPLOYEE DISCIPLINE

1.1 ATTENDANCE AND PUNCTUALITY

- 1) An employee shall not be absent from his/her duties without having first obtained the permission of the Competent Authority / the President, nor shall absent himself/herself in case of sickness or accident without submitting medical certificate within three days of such absence provided that in the case of temporary indisposition the production of a medical certificate may be dispensed with at the discretion of CA.

- 2)
 - (i) An employee who absents himself from duty without leave or overstays his/her leave except under circumstances beyond his/her control for which he/she must tender a satisfactory explanation, shall not be entitled to draw any pay and allowance for overstay.
 - (ii) All such unauthorized absence would be treated as misconduct and the employee shall further be liable to such penalties for the misconduct as the CA / as the case may be, deem fit.
 - (iii) The period of such absence or overstay, if not followed by termination of service dismissal under the rules, be treated as leave without pay or half-pay-leave as the CA may determine.
 - (iv) An employee who is in charge / custody of stores and designated as 'Store Keeper' or by whatever name, in charge of cash and designated as 'Cashier / Accountant' or by whatever name or who keeps watch over the property of the University designated as 'Watchman/Security Guard' or by whatever name, shall not remain absent from duty without sanction of such leave or prior written permission of the Competent Authority (CA)/ as the case may be, who shall make alternative arrangement before permitting the employee to avail leave or remain absent from duty.

- 3) An employee who is late in attendance shall in addition to such penalties as may be imposed by the CA / as the case may be, forfeit one day's casual leave for every three days of late attendance in a month.
Where such an employee has no casual leave due at his/her credit, the period of such leave may be treated as Earned or Extraordinary Leave as the CA may determine.

- 4) **Hours of attendance:**
The Competent Authority (CA) shall notify the office hours from time to time. Any employee may be required to work beyond office hours if the business of the University so demands. In certain cases Office will be kept open for longer hours and also on weekends.

- 5) **Attendance register:**
On arriving at office every employee is required to note the hour of his / her arrival in the Attendance Register with initials or record his/her digital attendance on the biometric device.

- 6) **Review of attendance:**
At the close of the month the position with regard to normal attendance, late attendance, etc. will be reviewed by an authorized official.



R. K. K. K.
17/7/2019

1.2 CODE OF CONDUCT:

- 1) Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealings.
- 2) Unless otherwise specifically provided in the appointment order, every employee shall be a whole time employee of the university and shall not engage himself directly or indirectly in any trade, business or any other work of whatever nature;
- 3) An employee shall be required to be present at the place of work during the scheduled working hours, save in cases where he is allowed the leave of absence by the competent authority for good and sufficient reasons.
- 4) An employee shall perform all the duties assigned to him by a CA beyond the scheduled working hours and on Sundays and Holidays, if required.
- 5) No employee shall leave the station without prior approval of HQ Leaving permission.

1.3 THE CODE OF ETHICS:

The effectiveness of a University in delivering quality education and achieving the targets set by it will substantially depend on the ethical standard that the academic and employees display in day to day discharge of their duties. With a view to ensuring that the employees behave responsibly, a code of conduct has been drawn that provides a general framework of ideals and expectations from them. The code of ethics is intended to be a self-imposed discipline for all employees, including the teaching members who otherwise may exercise academic independence.

1) **Content Competence:**

A teaching staff should maintain a high level of subject knowledge and must ensure that the content are current, accurate, and appropriate with reference to the requirement of the course of study.

2) **Pedagogical Competence:**

A pedagogically competent teaching staff: precisely communicates objectives of the course to students is aware of alternative instructional methods and strategies; and selects method of instruction that is effective in achieving the objectives.

3) **Student Competence:**

Teaching staff must understand that his/her responsibility is the intellectual development of students in his area of expertise and to avoid all covert or overt actions and approaches detrimental to student's development.

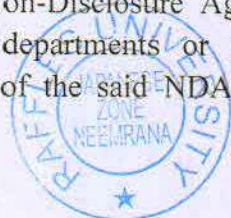
4) **Relationship with Students:**

Teaching staff must not enter into any dual relationships with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favoritism.

5) **Confidentiality:**

Matters communicated in confidence must not be revealed without the consent of the student. However, an exception to this code may be resorted to only in legitimate academic interest or if there is a reasonable certainty that releasing such information is in overall interest of the university or its students.

In order to protect the confidentiality of any official information or data gained by an employee; a Non-Disclosure Agreement (NDA) is incorporated for all employees of such departments or positions dealing with non-disclosable information. A copy of the said NDA is at Annexure-4 which shall be duly



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signed by employee.

6) **Respect of Colleagues:**

All members of University community are required to uphold the dignity of their colleagues and should perform their duties in coordination and cooperation of their colleagues.

7) **Impartial Assessment of Students:**

Assessment of student performance has a very significant impact on their careers and lives and hence due care must be taken to ensure that the assessment is valid, fair and congruent with the course objectives.

8) **Respect of the Institution:**

All the employees of the university must respect the values, the goals and the policies laid down by the University

9) **Scholastic Integrity:**

The controversial issues must always be examined objectively, rather than confining to or emphasizing on the one's own perception and beliefs and the opinion of the students must be given due weightage in deciding their issues.

10) **Social Responsibility:**

The university employees must be aware that the ultimate purpose of education is the overall development of the civil society.

11) **IPR (Intellectual Property Rights):**

There shall be no Intellectual Property Rights with the teachers for the material used to teach the course within the University.

The University shall have full right to claim the ownership of any intellectual property generated by the effort of a full time teaching staff of the University.

1.4 DISCIPLINARY ACTION:

1) **Teachers of the University:**

The breach of any of the provisions of the Code of Professional Ethics prescribed by the University and/ or University Grants Commission or a regulatory authority/ body shall be deemed to be misconduct and not maintaining the responsibility assigned above are subjected to disciplinary action as follows.

- (i) **willful neglect of duty;**
- (ii) **misconduct;**
- (iii) **breach of any of the terms of contract of service;**
- (iv) **dishonestly connected with University Examination;**
- (v) **scandalous conduct or conviction for an offence involving moral turpitude;**
- (vi) **physical or mental unfitness;**
- (vii) **incompetence;**
- (viii) **abolition of the post;**

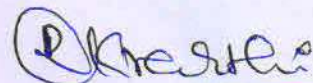
2) The Vice-Chancellor as the Chairman of the Academic Council may, at any



[Handwritten Signature]
T 7/7/2019

time from the date of receipt of the Inquiry report, pass an order dismissing or removing the teacher concerned from service or terminate his services mentioning the ground of such dismissal, removal or termination. The decision shall forthwith be communicated to the teacher concerned.

- 3) The Vice-Chancellor may, instead of Dismissing, Removing or Terminating the services of a teacher, pass an order inflicting a lesser punishment such as reduction in rank and pay scale, reduction of pay for a specified period not exceeding three years and/ or stoppage of increments with cumulative or non-cumulative effect for a specified period or depriving the teacher of his pay during the period of his suspension.
- 4) The disciplinary action taken by the Vice-Chancellor shall be approved in Board of Management meetings.
- 5) Non-Teaching Employees of the University:
 - (i) In case of an allegation of misconduct against an employee of the University below the rank of Deputy Registrar, if deemed necessary, the registrar may place the employee under suspension by an order in writing and institute an Inquiry to inquire into the alleged charge(s).
 - (ii) Based on the report of inquiry committee and severity of the misconduct, the Registrar may take disciplinary action, including removal/termination of services of the employee concerned.
 - (iii) The removal or termination of an employee shall take effect from the date on which the order of removal or termination is made.
 - (iv) Before initiating disciplinary action against the employees at the rank of Deputy Registrar and above, such as Directors, OSDs and OSD level Officers, the approval of the Vice-Chancellor will be necessary before taking an action;


17/7/2019

REGISTRAR
RAFFLES UNIVERSITY
NEEMRANA (RAJ)

No-F.3/RU/Regr/2021/ 4535

Dated; 28.09.2021

CIRCULAR

The committee of following Faculty Members shall prepare orientation cum introduction programme for Freshers on 07.10.2021 to 08.10.2021.

The committee of following faculty members shall prepare the programme and the schedule of the plan to be placed before President on 30.10.2021 for approval and subsequently for the appraisal and approval of Management.

The committee shall prepare schedule of the two days programme and shall also indicate financial budget. All Freshers should be informed in advance about the schedule of the orientation & introduction programme on 07th of October to 08th of October, 2021. The Committee may involve some senior students of respective teaching schools.

Orientation and Introduction Programme Committee

1. Mr Anurag Yadav	Asst Prof	Convener
2. Dr Nalin Chaudhary	Asst Prof	Member
3. Dr. Sonal Saluja	Asst Prof	Member
4. Ms. Rani Kumari	Asst Prof	Member
5. Ms Karuna Singh	Asst Prof	Member
6. Dr Devendra Kumar Tiwari	Asst Prof	Member
7. Ms Abha Rawat	Asst Prof	Member
8. Mr Deep Shukla	Admission Head	Member


Deputy Registrar
RAFFLES UNIVERSITY
NEEMRANA (RAJ)
28/9/2021

Note: Convener may induct any teacher member as per need and requirement.

Copy forwarded for information and necessary action to:

1. Honourable Chairperson, Raffles University, Neemrana for kind information
2. Dean, School of Law, Raffles University, Neemrana, for information
3. Dean, School of Basic & Applied Sciences, Raffles University, Neemrana, for information
4. Dean, Alabbar School of Management, Raffles University, Neemrana, for information
5. Dean, School of Engineering & Technology, Raffles University, Neemrana, for information
6. Principal, School of Pharmacy, Raffles University, Neemrana, for information
7. The Registrar, Raffles University, Neemrana, for information
8. Librarian, Raffles University, Neemrana for information & n/a
9. Boys Hostel Warden, Raffles University, Neemrana for information & n/a
10. Girls Hostel Warden, Raffles University, Neemrana for information & n/a
11. Account Section, Raffles University, Neemrana, for information & n/a
12. Guard file, for office record.

NOTIFICATION

This is to inform all the students (1st Semester) who admitted in UG & PG level in the Academic Session 2022-2023 that orientation programme / physical classes will start as per below mentioned school wise schedule.

School wise schedule for Orientation Programme / Physical Classes

S.N	Course	School	Date of Reporting / Orientation Programme	Date of Physical Classes
1	BBA, B.Com, MBA, M.Com	Alabbar School of Management	08.09.2022	10.09.2022
2	B.A LL. B/ BBA LL.B, LL.B, LL.M	School of Law	08.09.2022	10.09.2022
3	BA. MA	School of Humanities & Social Sciences	08.09.2022	10.09.2022
4	Diploma, B.Tech, M.Tech	School of Engineering & Technology	09.09.2022	10.09.2022
5	B.Sc, M.Sc	School of Basic & Applied Sciences	09.09.2022	10.09.2022
6	B.Pharm, D.Pharm	School of Pharmacy	09.09.2022	10.09.2022

First semester students are hereby requested to keep all original academic documents/ Xerox copies of 10th, 12th Marksheets, Migration, Character Certificate, TC, Aadhar Card, Domicile Certificate, Caste Certificate (If applicable) & 5 Photos to complete admission formalities as per above said schedule. **You have to report at Chancellery building at 09.00 AM on 08.09.2022 / 09.09.2022.**

Kindly carry all personal belongings before reporting on the university campus if you have applied for Hostel Facility. Further, students are directed to **deposit 1st semester fees/ Hostel Fee (if applicable) before reporting on the university campus/ Hostel.** You can deposit the fees at university account section on the day of reporting also.


REGISTRAR
Raffles University, Neemrana
REGISTRAR
RAFFLES UNIVERSITY
NEEMRANA (RAJ)

Copy forwarded for information and necessary action to:

1. Honourable Chairperson, Raffles University, Neemrana for kind information
2. President, Raffles University, Neemrana for kind information
3. The Director Research, Raffles University, Neemrana, for information
4. Dean/ Principal/ HODs, Raffles University, Neemrana, for information
5. Controller of Examinations, Raffles University, Neemrana for information
6. Librarian, Raffles University, Neemrana for information & n/a
7. System Administrator, ITC Division, Raffles University, Neemrana, kindly upload on website.
8. Boys Hostel Warden, Raffles University, Neemrana for information & n/a
9. Girls Hostel Warden, Raffles University, Neemrana for information & n/a
10. Mess Manager, Food Court, Raffles University, Neemrana for information & n/a
11. Notice Board, All Schools, Raffles University, Neemrana, for information & n/a
12. Guard file, for office record.



No-F.3/RU/Regr/2022/4740

Dated; 03.09.2022

OFFICE ORDER

A Committee of following teachers is being constituted to prepare orientation programme schedule for freshers from 08.09.2022 to 10.09.2022 and it should be placed before President on 04.09.2022 for approval.

The committee shall also prepare financial budget required for above said orientation programme and to be placed before Hon'ble President for approval.

All Freshers should be informed in advance about the schedule of the orientation & introduction programme. The Committee may call some senior students of respective teaching schools if required.

Orientation and Introduction Programme Committee

1. Dr. Sanjeev Kumar	Associate Professor	Convener
2. Dr Rajiv Kukkar	Professor	Co-convener
3. Dr Raj Pal	Associate Professor	Co-convener
4. Dr Jaspreet Hira	Associate Professor	Co-convener
5. Dr Ausaf Ahmad Malik	Asst Prof	Co-convener
6. Dr Sonal Saluja	Asst Prof	Member
7. Dr Itika	Asst Prof	Member
8. Mr Bhavesh Pawar	Asst Prof	Member
9. Mr Gopal Singh	Lecturer	Member

Copy forwarded for information and necessary action to:

1. Honourable Chairperson, Raffles University, Neemrana for kind information
2. President, Raffles University, Neemrana, for information
3. Dean/ Principal/ HODs, Raffles University, Neemrana, for information
4. The Registrar, Raffles University, Neemrana, for information
5. Librarian, Raffles University, Neemrana for information & n/a
6. Boys Hostel Warden, Raffles University, Neemrana for information & n/a
7. Girls Hostel Warden, Raffles University, Neemrana for information & n/a
8. Account Section, Raffles University, Neemrana, for information & n/a
9. Admission Cell, Raffles University, Neemrana, for information
10. Estate Manager, Raffles University, Neemrana, for information
11. Guard file, for office record.


Deputy Registrar

REGISTRAR
RAFFLES UNIVERSITY
NEEMRANA (RAJ)

No. F3 / RU / Regr /2023/5057

Date: - 19.08.2023

OFFICE ORDER

I am directed to inform all the concerned that a committee consisting with following faculty members is being constituted for successful organization of Orientation Programme scheduled to be held on 24.08.2023 for 1st Year students of School of Law, Alabbar School of Management and School of Humanities and Social Sciences.

1. Dr. Manoj Kumar Meet	-	Assoc. Prof., ASOM	-	Convener
2. Dr. Ausaf Ahmad Malik	-	Offg. Dean, Prof. SOL	-	Co-Convener
3. Dr. Sonika Sharma	-	Asst. Prof. SOHSS	-	Member
4. Dr. Deepika	-	Asst. Prof. SOHSS	-	Member
5. Dr. Deepak Dixit	-	Asst. Prof. ASOM	-	Member
6. Dr. Vibha Shrivastav	-	Asst. Prof. SOL	-	Member
7. Ms. Amik Kaur	-	Asst. Prof., SOL	-	Member
8. Ms. Tannu	-	Asst. Prof., ASOM	-	Member
9. Mr. Anurag Sarthi	-	Asst. Prof., SOL	-	Member
10. Ms. Anukriti Sharma	-	Research Assistant	-	Member
11. Ms. Ritu	-	Research Assistant	-	Member

D. K. Sharma
19/08/2023

For REGISTRAR
REGISTRAR
RAFFLES UNIVERSITY
NEEMRANA (RAJ)

Copy forwarded for information and necessary action to: -

1. Hon'ble Chairperson, Raffles University, Neemrana
2. President, Raffles University, Neemrana
3. Dean Academic Affairs, Raffles University, Neemrana
4. Dean/Principal/HODs, Raffles University, Neemrana
5. Registrar, Raffles University, Neemrana
6. Research Cell, Raffles University, Neemrana
7. Controller of Examinations, Raffles University, Neemrana
8. Account Officer, Raffles University, Neemrana
9. All the faculty members, Raffles University, Neemrana
10. Guard File



RAFFLES UNIVERSITY, NEEMRANA

No. F3 / RU / Regr /2023/5060

Date: - 22.08.2023

OFFICE ORDER

I am directed to inform to all the concerned that a committee consisting with following faculty members is being constituted for successful organization of Orientation Programme scheduled to be held on 25/08/2023, timing 10:00 AM. to 02:00 PM for 1st Year students of School of Engineering, and School of Basic and Applied Science.

1. Dr. Jaspreet Hira - Convener
2. Dr. Rajpal Kosaliya - Co-Convener
3. Dr. Meenakshi Sharma - Member
4. Dr. Santosh Joshi - Member
5. Ms. Pooja Sharma - Member
6. Dr. Sushma Rani - Member
7. Mr. Aman Ahmad Ansari - Member
8. Dr. N. Rakesh Chandra - Member
9. Dr. Ramkesh Meena - Member

N. Rakesh Chandra
22/08/2023

FOR REGISTRAR

REGISTRAR
RAFFLES UNIVERSITY
NEEMRANA (RAJ)

Copy forwarded for information and necessary action to: -

1. Hon'ble Chairperson, Raffles University, Neemrana
2. President, Raffles University, Neemrana
3. Dean Academic Affairs, Raffles University, Neemrana
4. Dean/Principal/HODs, Raffles University, Neemrana
5. Registrar, Raffles University, Neemrana
6. Research Cell, Raffles University, Neemrana
7. Controller of Examinations, Raffles University, Neemrana
8. Account Officer, Raffles University, Neemrana
9. All the faculty members, Raffles University, Neemrana
10. Guard File



RAFFLES
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RAFFLES UNIVERSITY, NEEMRANA

No. F3 / RU / Reqr /2023/5066

Date: - 25.08.2023

OFFICE ORDER

I am directed to inform to all the concerned that a committee consisting with following faculty members is being constituted for successful organization of Orientation Programme scheduled to be held on 26/08/2023, timing 10:00 AM to 02:00 PM for 1st Year students of School of Pharmacy.

- | | | |
|------------------------------|---|-------------|
| 1. Dr. Rajiv Kukkar | - | Convener |
| 2. Mr. Ranjan Kumar Singh | - | Co-Convener |
| 3. Dr. Ch.MM Prasada Rao | - | Member |
| 4. Ms. Indu Lata Kanwar | - | Member |
| 5. Mr. Ajay Garg | - | Member |
| 6. Ms. Rajeswari Tanniru | - | Member |
| 7. Ms. Rani Kumari | - | Member |
| 8. Ms. Anjudip Yadav | - | Member |
| 9. Mrs. Akansha Rai | - | Member |
| 10. Mr. Gopal Singh | - | Member |
| 11. Mr. Sandeep Singh | - | Member |
| 12. Mr. Bharat Saini | - | Member |
| 13. Mr. Manish Singh Chouhan | - | Member |

(N. K. Chouhan)
25/08/2023

For REGISTRAR
RAFFLES UNIVERSITY
NEEMRANA (RAJ)

Copy forwarded for information and necessary action to: -

1. Hon'ble Chairperson, Raffles University, Neemrana
2. President, Raffles University, Neemrana
3. Dean Academic Affairs, Raffles University, Neemrana
4. Dean/Principal/HODs, Raffles University, Neemrana
5. Registrar, Raffles University, Neemrana
6. Research Cell, Raffles University, Neemrana
7. Controller of Examinations, Raffles University, Neemrana
8. Account Officer, Raffles University, Neemrana
9. All the faculty members, Raffles University, Neemrana
10. Guard File

Raffles University, Neemrana

Photographs of the activities organized under this metric for teachers, students, administrators and other staff



Constitution Day Celebration



Constitution Day Celebration

National Constitution Day
26 November

Constitution Day is celebrated in India on November 26 every year. On this day, back in 1949, the Constituent Assembly of India formally adopted the Constitution of India, which came into effect on January 26, 1950. It is also known as National Law Day or Samvidhan Divas.

RAFFLES UNIVERSITY

Constitution Day Celebration



Human Rights Day Celebration



Human Rights Day Celebration



Teachers Day Celebration



Teachers Day Celebration



Teachers Day Celebration



Independence Day Celebration



Independence Day Celebration



Republic Day Celebration



Gandhi Jayanti Celebration



Gandhi Jayanti Celebration



Yoga Day Celebration



Yoga Day Celebration



Engineer's day Celebration



Engineer's day Celebration